WESTMOUNT PLACE

Condominium Corporation No. 8310969
Suite #420, 1100 – 8th Avenue SW, Calgary, Alberta, T2P 3T8

Minutes of Meeting of the Board of Directors
July 30, 2018

Present: Mona Jones (chair), Bob Boyd (minutes), Brenda Edwards, Harrison Gallelli (via teleconference), Susannah Mason (from 5:55), Melissa Collins, Rob Parry, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance part time).
Absent:
The meeting was held in the boardroom of suite 420

1. Call to order:
Meeting called to order at 5:34pm by Mona Jones.

2. Changes to the Agenda:
Add approval of June 25 Minutes (The minutes were approved)
Add MRA variance report
Add interest on outstanding insurance amounts

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 June 28, 2018 Motion by Susannah seconded by Mona to approve the May 2018 financial reports and post them to the web site. Motion approved.
3.2 July 3, 2018 Decision to pay a portion of the extended bereavement leave requested by Magdi.
3.3 July 19, 2018 Decision to accept the cost difference increase incurred by Fountainhead Mechanical on the low rise recirculation balancing valve project. Final amount was acceptable to both parties.
3.4 July 20, 2018 Decision to approve Fountainhead Mechanical quote to shutdown and drain the chilled water system for a suite renovation. Costs to be charged back to the suite.
3.5 July 27, 2018 Decision to explore options for pool testing on weekends and holidays.

4. Insurance (Led by Bob, Mona, Sandra Williams, Abbas)

4.1 Unit 118 bathroom leaking into the unit below. Unit 118 repaired leak. Ceiling of unit 114 to be repaired.
4.2 DOL 20180104 sink backup in unit 43 from plugged building stack. Also affected units 37, 31, 23. Mostly complete. Unit 37 issues resolved and this work should be completed soon.

4.3 DOL 20180201 sewer backup into unit 138. Also affected units 1A and 1C. Plumbers for unit 138 were clearing a blockage and they pushed it down the line to where it also blocked men's shower drain. They left without advising Westmount Place they had blocked the drain and left the toilet off in unit 138. Building Operations used the 4th floor shower to drain the domestic water lines which, because of the blockage, came out in unit 138 bathroom. Owner of unit 138 considered negligent for creating and leaving an unsafe situation and not advising Westmount Place. Rebuild of unit 138 in progress being paid for by unit 138 insurance who will subrogate against Westmount Place and Reggin. Rebuild of unit 1A being paid for by the Owner of unit 1A (using Abbas) who will subrogate against unit 138. Sandra to contact the Owner of unit 138 to collect the money owed to the Corporation.

4.4 Commercial Owners wish to present their case to the Board as to why the base standard for betterments and improvements in commercial suites should be the same as in the residential suites. It was decided that this would be a meeting separate from the monthly Board meeting. Brenda has arranged this for August 15 at 5:30pm in room 400. Bob to provide Board members with background information.

4.5 DOL 20180723 Unit 27 overflowed their bathtub and the overflow leaked into unit 19. This unit had the same issue about a year ago and did not repair the problem. This is considered negligence. Abbas to provide an incident report.

4.6 There are a number of suites that have been affected by Victaulic coupling leaks including units 1A, 136, 8, 15, 46, 27, 64, 77. We will be scheduling a heating system shutdown in August to repair the couplings. After the couplings are repaired we will repair the affected suites.

4.7 Hub is preparing an insurance proposal and we are getting the annual update to the appraisal.

5. Building Maintenance And Operations (Led by Bob, Mona, Harrison)

Abbas provided their report to the Board. Abbas meets weekly with the Maintenance Committee Friday afternoons at 3PM and produces an action items report for the weekly review.

5.1 Last domestic water shutdown July 4. Next shutdown not scheduled.

5.2 Annual generator test completed August 8. Scheduled for July 31 and Aug 1.Last monthly test July 18.

5.3 Abbas confirmed all mechanical logs are up to date and installed in their proper locations.

5.4 We have issues with the cooling towers. A new motor is required for the west tower (currently down) and a new motor and other repairs for the east tower. We have approved Ainsworth for repairs and are waiting on a date. A hook for hoisting is required for the east tower. Scanning for the hook will happen this week. One cooling tower motor is here and the other is expected to be delivered tomorrow.

5.5 It was decided to install flow limiting valves on the 15th floor recirculation lines. These should help with variations in flow between different risers and minimize failures in these

lines. The variations in flow can cause some risers to take a long time for the hot water to reach the suite. If successful the program will be extended to the other risers. This project was completed during the July 4 shutdown. We found the recirculation pumps to be much larger than necessary and the flow has been significantly throttled. There have not been any reports of problems or suites without hot water.

5.6 Pool testing is current.

5.7 We have approved purchase of a Tiger Shark Aqua Vac to assist with cleaning of pool. Harrison will purchase from a Toronto discount pool supplier.

5.8 Glass coverings in hot tub have been removed but not replaced as yet with something more appropriate. River City Pools to provide a fix.

5.9 There are possibly 3 heating risers with Victaulic coupling leaks. Abbas are investigating to find the specific leak locations. This is always problematic as the leaks come and go. See also insurance section. We are planning a building heating system shutdown for a couple of days in August to repair the leaking couplings and any non-leaking couplings that were exposed during the investigation. We are planning on using Fountainhead Mechanical to do the repairs.

5.10 There was discussion on the possibility of replacing all the Victaulic couplings in the heating system. This would be a very problematic project which likely would require opening more than one wall section in every suite. There are literally a few hundred couplings for which we have very little location information. To date we have probably replaced less than 10%.

5.11 Loading dock doors to be repainted by Abbas. Low priority project.

5.12 Project to install permanent irrigation for planters in progress. Planned trial with one planter first.

5.13 Recurring leak into unit 141 when it rains. Abbas is investigating and working on a solution. Also there is a failed drain pipe which will be repaired as soon as we can finalize the arrangements.

5.14 Patrick and Sandra to investigate status of bathroom repairs in unit 79. Entry planned for August 1.

5.15 E&B Drains called to clear a clogged toilet in unit 38. Amount to be charged back to the Owner.

5.16 HBD Mountain Water Proofing called in to repair the leaking crack above stall 28. Repair made under warranty.

5.17 Leak from unit 115 toilet into unit 111. MDR will be called in to handle.

6. Treasurer's Report (Led by Susannah):

6.1 Susannah is reviewing the June financial reports. She will make email motion to approve after the meeting.

6.2 Part of the June financial report was provided as MSWord tables. There were formatting issues as well. We would prefer these be provided in PDF form.

6.3 GST is current.

6.4 Arrears stand at about $18k. All arrears, interest, caveats and demand letters are in progress. Interest charges at the rate of 18% are being applied to all outstanding amounts over $200.

6.5 The auditor raised a question as to whether unit 132 has paid the special assessment. This unit is complicated as it is the 2nd floor hallway. Bob provided ownership information for unit 132 so that the SA could be collected. Sandra has sent a request for payment to all second floor Owners except for unit 141 as its Owner was not an Owner at the time of the special assessment.

6.6 Three of the lockers in the parkade are under lease. Suite 503 has been rented.

6.7 Susannah will look into options for the 2018 auditor. It may be possible to lower our annual audit costs. Have two quotes. No response so far on third quote. Susannah to provide recommendation.

6.8 Request for Sandra to contact DWCA and have our membership check returned as we did not intend to join the DWCA. We have received a refund.

6.9 Collection of interest on outstanding insurance amounts owed to us by Owners was discussed. There can be a delay in Owners getting insurance payments from the insurance companies. There can also be delays for other reasons including disputed claims or amounts. It was decided that the interest charge would require an individual Board discussion in each case. In the specific case of unit 12 it was decided not to charge interest as the Owner forwarded the insurance payment as soon as it was received.

6.10 We have received our rebate cheque from the Province for the LED lighting project.

6.11 It was noted that there have been cash advances taken on the Westmount Place credit card to purchase items from suppliers that don't accept the credit card. It was decided we will no longer allow cash advances.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 26 next date December.

7.2 Window cleaning last completed May 2018 next date expected to start in the fall weather dependent. Possibly October.

7.3 Carpet cleaning last completed March 6 next date not set. We are obtaining pricing from a couple of companies to compare with the work done by NuLife.

7.4 TruFit to repair the window in unit 10 and also the broken glass pane above the loading dock on August 6.

7.5 Size for a replacement mat for P4 has been received from Patrick. Mat has been ordered, received and installed.

7.6 The MRA monthly Board report has a variance section which incorrectly describes the variances as YTD when it really means monthly. Sandra to have this changed. It was decided the variance report is not really needed.

7.7 Invoices were sent out in June to all the Owners who had purchased blue fobs between January 2017 and March 2018 and had not yet paid for them. Payment is due June 30, 2018.

7.8 Bob has contacted CLP regarding outstanding LED project work which was to be completed under warranty.

7.9 It was decided to charge a fee to suites performing renovations to offset the general wear and tear on the building. This would be described as an elevator fee in a manner similar to that agreed to last month for moves. The fee will be $250 for a small renovation and $500 for a large renovation. The amount will be identified to the Owner with approval of their renovation request. Generally a small renovation will be up to two rooms.

7.10 The Waste Management contract is coming up for renewal in October.

8. Bylaws (Committee of the Whole):

8.1 The existing renovation sites appear to be in compliance with the bylaws and approved renovation requests.

8.2 There were 13 vehicles left in the parkade during the May 26 cleaning. Each has received a $100 fine. To date there are still 9 fines that haven't been paid. Amenity access has been cut off for those who haven't paid.

8.3 On July 29 amenity access was cut off for the suites that purchased blue fobs between January 2017 and March 2018 and had not yet paid for them. At the end of August we will deactivate any fobs not paid for.

8.4 Unit 27 is now being used for short term (less than 30 day) rentals. Owner to provide Renter Bylaw Acknowledgement Forms before renter moves in and other forms as required by our Bylaws including the Intent to Rent Form and a certificate of insurance evidencing existence of a tenant's insurance policy.

8.5 Renters in unit 27 generated noise complaints, were observed smoking on common property and were rude to an Owner who requested they quiet down and to our security staff who inquired about their reason for being at Westmount Place.

8.6 Motion by Bob seconded by Rob to fine the Owner of unit 27 the following amounts as applicable: The amount of $50 per day for each day they have not provided the required tenant documentation. The amount of $100 per day for each day they are operating a business in a residential suite. The amount of $100 per instance for each noise complaint. The amount of $100 per instance for each instance of smoking on common property. Motion carried. Bob to draft letter to the Owner and management company for review.

8.7 It had been observed that the policy of not allowing contractors in the parkade was not clear or well documented. As we revise our documentation this will be more clearly identified and stressed.

8.8 Stall 124 has had a vehicle parked there for the last two parkade cleanings and is very dirty. Motion by Bob seconded by Brenda to fine the Owner of the suite assigned stall 124 the amount of $50/day until the stall is cleaned. Motion carried. The Owner to be given 10

days to clean the stall first. Sandra to discuss cleaning with the Owner. We may clean the stall and charge back the costs to the Owner.

8.9 Motion by Bob seconded by Brenda to fine the Owner of the suite assigned stall 122 the amount of $50/day for each day there is a barbecue in the stall. Motion carried. The Owner to be given 10 days to remove the barbecue first.

9. Building Mechanical Projects (Bob, Mona):

9.1 We started the elevator modernization project with elevator #2 which has been completed and put back in service. Internal hoarding was installed in elevator #2 to protect the interior until the project is complete. The security camera is in place and functioning however fob access control has been delayed and will be installed later. Thyssenkrupp took 2 weeks of holidays and started on elevator #1 July 30. The freight elevator will be last with work possibly starting as early as October 15. Residents need to be aware that moves and renovations will be very problematic when the freight elevator is out of service as elevator #2 has a much smaller interior.

9.2 Most security project items are complete. The overhead door has now been integrated and about one third of Owners have received their new fobs. We are still waiting on the new visitor access panel. This may take a while as the phone line had to be removed and re-purposed to the elevator project.

9.3 The purchaser of unit 122 has decided to remove the sun room built on the deck. After this is done we will need to perform repairs to the decks of unit 122 and 123. We have engaged Cambrian Condo Consulting to manage our work had Building Envelope Engineers look at what is required. We are expecting the sun room to be removed by mid-September with the deck work postponed until 2019. We are still awaiting a detailed renovation request from the Owner.

9.4 The Owner of unit 123 has been made aware of the deck repair project. A meeting with the Owner is needed once the timelines are established.

9.5 The flow limiting valves in the low rise domestic hot water system were installed and are functioning as planned. We have had no complaints regarding the availability of hot water in the low rise suites and the recirculation flow rate has been greatly reduced. We are planning to extend this program to the high rise water distribution.

10. Building Design Projects (Susannah):

10.1 No items.

11. Legal (Committee of the Whole):

11.1 Lawsuit against the Corporation by unit 38. There hasn't been any progress over the last few months. Brenda asked to be involved and Bob provided case information.

11.2 Human Rights Commission complaint. There has been no progress for the last few months. See November 2017 Board minutes for more details on this complaint.

11.3 Westcor, the pool contractor, decided to preemptively put a lien on the building for the money they believe they are owed. Bob provided project documentation to Melissa and Harrison so they might participate. A meeting was held with Westcor and Group2 to discuss the amounts owed and disputed items. A followup meeting is planned for August.

12. Other (Committee of the Whole):

12.1 We have opened up the Westmount Place Internet service for wireless guest access. This may be used by residents and visitors. Access is currently available in the foyer, and the east plaza on the main floor and in the billiards/reading room on the fourth floor. Login SSID is "WP_GUEST" and password is "wp201806".

12.2 Work on the Owner communication policy by Susannah, Melissa, and Harrison is in progress.

13. Adjourned:

Meeting adjourned at 8:14pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
August 27, 2018 Regular Board Meeting
September 24, 2018 Regular Board Meeting
October 29, 2018 Regular Board Meeting
November 19, 2018 Regular Board Meeting
November 28, 2018 Town Hall Budget Meeting at Kerby Centre at 7PM
January 28, 2019 Regular Board Meeting
February 25, 2019 Regular Board Meeting
March 25, 2019 Regular Board Meeting
April 25, 2019 Regular Board Meeting
May 1, 2019 Annual General Meeting at Kerby Centre at 7PM

Officers of the Board:

President: Mona Jones
Vice President: Brenda Edwards
Treasurer: Susannah Mason
Secretary: Bob Boyd

Committees:

Maintenance: Bob, Mona, Harrison, Abbas
Design: Susannah, Harrison, Lee Mills, Margrit Mortensen, Kathleen Dineen
Insurance: Mona, Bob, Sandra
Landscaping: Kathleen Dineen, Lorraine Ellert

Contacting The Board:

The Board can be contacted through the Westmount Place web site at https://westmountplacecalgary.org/. Log in with your user name and navigate to under the Board Members 2018-19 tab. There you can contact all the Board members or an individual Board member if preferred. Creating a new profile is easy if not already registered.
Residents can also use the Contact Us or Contact Building Manager without logging in.
Residents can also directly email the Property Manager, Sandra Williams, at sandra.williams@montgomeryross.ca and request the email be sent to the Board.
Residents can also drop a letter off at the security desk addressed to the Westmount Place Board of Directors.